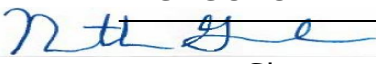
	LOS LUNAS POLICE DEPARTMENT	
	ADMINISTRATION	NUMBER: ADM.08.01 EFFECTIVE DATE: April 29, 2010
	SUBJECT: Classification/Task Analysis REVIEW DATE: July 8, 2015	
	AMENDS/ SUPERSEDES:	NMSA:
NMMLEPSC STANDARDS: ADM.08.02		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature

I. JOB DESCRIPTIONS:

A. Chief of Police

1. Summary

The Chief of Police is the Chief Administrative Officer of the Department and the final authority in all matters of policy, operations, and discipline. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the Department.

Through the Chief of Police, the Department is responsible for the enforcement of all laws coming within its legal jurisdiction. The Chief of Police is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department. He is also responsible for its continued and efficient operation, for the enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by proper authority and for the Department's relations with local citizens, the local government, and other related agencies.

The Chief is responsible for training of all members of the Department. The Chief shall have general charge of the Police Department and all property of the Police Department.

2. General duties and responsibilities:

- a. As necessary, recommends and makes recommendations for the adoption of new Village ordinances or the amendment of existing ones.

- b. . Supervises the maintenance of police vehicles and any other equipment needed for the operation of the department.

- c. Prepares periodic and special reports, and assures that adequate records are maintained of all Department activities.
- d. Controls the expenditure of Department appropriations and prepares annual budget estimates of needs.
- e. Plans and coordinates training of members in procedures, duties, and proper use of equipment.
- f. Cooperates with other law enforcement agencies in the apprehension and detention of wanted persons and with other agencies as appropriate.
- g. Receives and disposes of complaints; attends civic club and school meetings to explain the activities and functions of the Police Department, and to establish favorable public relations.
- h. In consultation with the Village Administrator, formulates written administrative guidance in the form of policies, regulations, and other orders governing activities of the Police Department.
- 1. Ensures compliance with all laws which the department or its officers have the authority to enforce.
- J. Organizes, directs, and controls all resources of the department to preserve the peace, protect persons and property and enforce the law.
- k. Establishes a routine of daily duties to be performed by officers. Designates an officer to serve as commanding officer in his absence.
- 1. Assigns details or transfers any member or employee of the department to or from any assignment whenever he shall deem such action necessary for the efficiency, discipline or morale of the department.
- m. Ensures that all members have copies of the department's policy manual.
- n. Investigates all cases of alleged or apparent misconduct by department personnel.

- o. Keeps himself informed of departmental affairs, ensuring that the duties and responsibilities of members and employees are properly discharged.
- p. Promulgates all general and special orders of the Department and issues on his own authority orders, written and oral, consistent with his powers, duties, and responsibilities.
- q. Supervises the safekeeping of all evidence and any property recovered, found or confiscated.
- r. Maintains a personnel record system in which shall be kept all pertinent information on all departmental members and employees.

3. Knowledge, skills and abilities:

Comprehensive knowledge of laws, rules, and court decisions relating the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; comprehensive knowledge of controlling laws and ordinances; thorough knowledge of the geography of the Village; demonstrated ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with other Village officials and with the general public; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact.

4. Education and Experience:

Bachelor's Degree in Law Enforcement or a related field; seven (7) years police officer experience, including three (3) years experience as a police sergeant or higher; or equivalent combination of education, training and experience.

B. Deputy Chief

1. Summary

The Deputy Chief shall be designated by the Chief of Police. The Deputy Chief shall be in charge of the Department in the absence of the Police Chief.

The Deputy Chief occupies the command level of supervision. His primary responsibility is to assist the Chief of Police in day to day operation of the department.

The Deputy Chief is charged with ensuring compliance with the department's regulations. He handles all infractions and reports violations to the Chief of Police.

Deputy Chief shall thoroughly acquaint himself with the duties of all officers and shall assist and instruct the officers under his supervision in the proper performance of their duties.

He shall be responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all officers.

2. General Duties and Responsibilities

- a. Deputy Chief assist in formulating policies and regulations for the Department; serves as acting Chief in the absence of the Chief.
- b. Instructs and trains new police officers and assists them concerning difficult police problems and cases.
- c. Performs all work required of a police officer.
- d. Prepares reports on a variety of Police Department activities.
- e. Supervises Lieutenants assigned to him.
- f. Maintains active, working knowledge of departmental rules, policies, procedures, and developments in the law that affect him and members under his supervision. Advises Chief of Police on policy matters.
- g. Continuously audits the performance of Lieutenants under his supervision to determine whether they are properly, effectively, and consistently carrying out their police duties. In particular, compares field practices with the standards established through written orders.
- h. Ensures that when the performance of a Lieutenant under his command is unsatisfactory, measures are taken through encouragement, explanation, referral to his superior officer or other means consistent with departmental policy to see that the officer's future conduct is up to standard.

- i. Submits a written report to the Chief regarding any member of the Department who commits a serious breach of the regulations of the Department, or where informal corrective measures prove inadequate. Includes in this report the complete details of the misconduct and of corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to the following:

- (1) Refusal to obey orders.
 - (2) The commission of any criminal offense.
 - (3) Verbal or physical abuse of a member of the . public.
 - (4) Excessive use of force with a prisoner or other person.
 - (5) Absence without leave.
 - (6) Excessive tardiness.
 - (7) A conflict of interest.
 - (8) Failure amounting to negligence to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public.
 - (9) Repeated failure to respond to orders instructions or other admonitions to correctly execute duties.
- J. Implements all orders received from the chief. To this end, thoroughly explains to departmental personnel under his command the content and meaning of new orders that affect their responsibilities.
 - k. Accountable for the actions or omissions of officers under his supervision which are contrary to departmental regulations or policy.
 1. Ensures that *all* patrol officers receive, serve, or deliver warrants, summons', subpoenas or other official papers and performs relevant duties promptly and accurately.
 - m. Performs other duties as may be assigned by the chief.

3. Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the Department; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent state laws, municipal ordinances and court decisions; thorough knowledge of the geography of the municipality and location of important buildings; commands respect , of the officers and assigns, directs, and supervises their work; handles the public courteously and firmly, and establishes and maintains satisfactory public relations; analyzes complex police problems and situations and adopts quick, effective, and reasonable courses of action; skilled in the use of police equipment.

4. Education and Experience:

Bachelor's Degree in Law Enforcement or a related field; five (5) years police officer experience, including two (2) years' experience working as a police sergeant or higher; or equivalent combination of education, training and experience.

C. Lieutenant

1. Summary

The Lieutenants occupy the command level of supervision. Their primary responsibility is to assist the Chief and Deputy Chief of Police in day to day operation of the department.

The Lieutenants are charged with ensuring compliance with the Department's regulations. They handle all infractions and reports violations to the Chief of Police.

Lieutenants shall thoroughly acquaint themselves with the duties of their respective sergeants/officers and shall assist and instruct the officers under *his* supervision in the proper performance of their duties.

They shall be responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all officers.

2. General Duties and Responsibilities

- a. Assists in formulating policies and regulations for the department.
- b. Instructs and trains new police officers and assists them concerning difficult police problems and cases.

- c. Performs all work required of a police officer.
- d. Prepares reports on a variety of police department activities.
- e. Supervises Sergeants assigned to him.
- f. Maintains active, working knowledge of departmental rules, policies, procedures, and developments in the law that affect him and members under his supervision. Advises the Deputy Chief of Police on policy matters.
- g. Continuously audits the performance of Sergeants under his supervision to determine whether they are properly, effectively, and consistently carrying out their police duties. In particular, compares field practices with the standards established through written orders.
- h. Ensures that when the performance of a Sergeant under his command is unsatisfactory, measures are taken through encouragement, explanation, referral to his superior officer or other means consistent with departmental policy to see that the Sergeant's future conduct is up to standard.
- 1. Submits a written report to the chief regarding any member of the department who commits a serious breach of the regulations of the department, or where informal corrective measures prove inadequate. Include in this report the complete details of the misconduct and of corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to the following:
 - (1) Refusal to obey orders.
 - (2) The commission of any criminal offense.
 - (3) Verbal or physical abuse of a member of the public
 - (4) Excessive use of force with a prisoner or, other person.
 - (5) Absence without leave.
 - (6) Excessive tardiness.
 - (7) A conflict of interest.

- (8) Failure amounting to negligence to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public.
 - (9) Repeated failure to respond to orders, instructions or other admonitions to correctly execute duties.
 - J. Implements all orders received from the Chief or Deputy Chief. To this end, thoroughly explains to departmental personnel under his command the content and meaning of new orders that affect their responsibilities.
 - k. Accountable for the actions or omissions of officers under his supervision which are contrary to departmental regulations or policy.
 - I. Ensures that all patrol officers receive, serve, or deliver warrants, summonses, subpoenas or other official papers and performs relevant duties promptly and accurately.
 - m. Performs other duties as may be assigned by the Chief or Deputy Chief.
- 3. Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the Department; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent state laws, municipal ordinances and court decisions; thorough knowledge of the geography of the municipality and location of important buildings; commands respect , of the officers and assigns, directs, and supervises their work; handles the public courteously and firmly and establishes and maintains satisfactory public relations; analyzes complex police problems and situations and adopts quick, effective, and reasonable courses of action; skilled in the use of police equipment.
- 4. Education and Experience:

A high school degree, current valid New Mexico driver's License, current CPR/First Aid certification, a minimum of three years of police experience, New Mexico Law Enforcement Certified

D. Police Sergeant

1. Summary

The Sergeant occupies the first level of supervision. His primary responsibility is to assist in day to day operation of the department.

The Sergeant is charged with ensuring compliance with the department's regulations. He handles all infractions and reports violations to the Division Commander.

Sergeants shall thoroughly acquaint themselves with the duties of patrol officers and shall assist and instruct the officers under his supervision in the proper performance of their duties.

He shall be responsible for the proficiency, discipline, conduct, appearance, and strict attention to duty of all officers.

2. General Duties and Responsibilities

- a. Assists in formulating policies and regulations for the department.
- b. Instructs and trains new police officers and assists them concerning difficult police problems and cases.
- c. Performs all work required of a police officer.
- d. Prepares reports on a variety of Police Department activities.
- e. Supervises officers of the Department.
- f. Maintains active, working knowledge of departmental rules, policies, procedures, and developments in the law that affect him and members under his supervision. Advises Division Commanders on policy matters.
- g. Continuously audits the performance of officers under their supervision to determine whether they are properly, effectively, and consistently carrying out their police duties. In particular, compares field practices with the standards established through written orders.
- h. Ensures that when the performance of an officer under their command is unsatisfactory, measures are taken through encouragement, explanation, referral to his superior officer or other means consistent with departmental policy to see that the officer's future conduct is up to standard.

1. Submits a written report to the Division Commander regarding any member of the department who commits a serious breach of the regulations of the department, or where informal corrective measures prove inadequate. Includes in this report the complete details of the misconduct and of corrective measures attempted. Examples of types of misconduct which would ordinarily be considered "serious" include, but are not limited to the following:
 - (1) Refusal to obey orders.
 - (2) The commission of any criminal offense.
 - (3) Verbal or physical abuse of a member of the public.
 - (4) Excessive use of force with a prisoner or other person.
 - (5) Absence without leave.
 - (6) Excessive tardiness.
 - (7) A conflict of interest.
 - (8) Failure amounting to negligence to discover or act upon a felony or upon the existence of conditions dangerous to the health or safety of the public.
 - (9) Repeated failure to respond to orders, instructions, or other admonitions to correctly execute duties.
- J. Implements all orders received from the command. To this end, thoroughly explains to departmental personnel under his supervision the content and meaning of new orders that affect their responsibilities, when practical.
- k. Accountable for the actions or omissions of officers under their supervision which are contrary to departmental regulations or policy.
- l. Ensures that all patrol officers receive, serve, or deliver warrants, summonses, subpoenas or other official papers and performs relevant duties promptly and accurately.
- m. Performs other duties as may be assigned by command.
3. Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the department; thorough knowledge of approved principles, practices and procedures of police work; thorough knowledge of pertinent state laws, municipal ordinances, and court decisions; thorough knowledge of the geography of the municipality and location of important buildings; commands respect, of the officers and assigns, directs, and supervises their work; handles the public courteously and firmly and establishes and maintains satisfactory public relations; analyzes complex police problems and situations and adopts quick, effective, and reasonable courses of action; skilled in the *use* of police equipment.

4. Education and Experience:

A high school degree, current New Mexico driver's license, current, New Mexico Law Enforcement Certified, and a minimum of (3) three years of police experience, supervisory experience preferred; or equivalent combination of education, training and experience.

E. Investigator

1. Summary

Assignments received usually consist of specific cases to be followed to conclusion, normally closing with the preparation of a case for prosecution. This aspect of the work distinguishes the investigator from other police personnel who make preliminary investigations of cases at the scene of the crime. The investigator's position is non-supervisory and consists of general duties performed in conjunction with patrol duties. The investigator must use independent judgment and discretion; as direct supervision may not be available.

2. General Duties and Responsibilities:

- a. Investigates all assigned cases to the best of one's ability.
- b. Demonstrates skills in interviewing and interrogating, properly observing legal safeguards.
- c. Testifies in various state and federal courts, presenting a professional competent image of the department.
- d. Develops and maintains case files and other files or paperwork appropriate to investigative matters.

Knowledgeable about relevant legal processes such as grand juries and obtaining warrants.

- e. Informs the Division Commander about all investigative responsibilities.
- f. Maintains liaison with investigators of the State Police and other agencies on matters of mutual concern.
- g. Performs all duties required of police officers.
- h. Performs other duties as assigned.

3. Knowledge, Skill and Abilities:

Some knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; general knowledge of geography of the municipality and important buildings; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise reports; skill in the use of police equipment; physically fit.

4. Education and Experience:

A high school Diploma or GED; two (2) years police experience; or equivalent combination of education, training and experience.

F. Police Officer

1. Summary

A police officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police officer shall:

- a. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- b. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- c. Aid people who are in danger of physical harm.

- d. Facilitate the movement of vehicular and pedestrian traffic.
- e. Identify potentially serious law enforcement or governmental problems.
- f. Promote and preserve the peace.
- g. Provide emergency services.
The police officer position is non-supervisory. Police officer duties are performed on an assigned shift under the general guidance of the police chief or sergeant.

2. General duties and responsibilities:

- a. Exercises authority consistent with obligations imposed by the oath of office. Accountable to superior officers. Promptly obeys legitimate orders.
- b. Coordinates efforts with those of other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.
- c. Communicates to superiors and to fellow officers all information obtained in the field which is pertinent to the achievement of police objectives.
- d. Responds punctually to all assignments.
- e. Acquires and records information concerning events that have taken place since the last tour of duty.
- f. Records activity during tour of duty in the manner prescribed by proper authority. Maintains weapons and equipment in a functional, presentable condition.
- h. Assists citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the police department and suggests other procedures to be followed.
- 1. Accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.
- J. Answers questions asked by the general public, counsels juveniles and adults when necessary and refers them to

persons or agencies where they can obtain further assistance.

- k. Preserves the peace at public gatherings, neighborhood disputes, and family quarrels.
- 1. Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- m. Confers with prosecutors and testifies in court.
- n. Accomplishes other general duties as they are assigned or become necessary.
- o. Performs other duties as may be assigned by the supervisor.
- p. Cooperates with the efforts of other law enforcement agencies.
- 3. Specific duties and responsibilities: preventive patrol.
 - a. Patrols an assigned area for general purposes of crime prevention and law enforcement.

Patrol includes:

- (1) Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of telephones and other emergency services should be noted.
- (2) Apprehending persons violating the law or wanted by the police.
- (3) Completing detailed reports on all crimes, vehicle crashes, and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an Investigation report.

- (4) Preserving any serious crime scene until the sergeant or investigator arrives.
 - (5) Public assembly checks.
- (6) Building security checks.
- (7) Observing and interviewing suspicious persons.
 - (8) Issuing traffic citations.
 - (9) Being alert for and reporting fires.
 - (10) Reporting street light and traffic signals out of order, street hazards and any conditions that endanger public safety.
 - (11) Checking schools, parks, and playgrounds.
 - (12) Responding to any public emergency.
- b. Conducts a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and records data which will aid in identification, apprehension and prosecution of offenders, as well as the recovery of property.
- c. Is alert to the development of conditions tending to cause crime or indicative of criminal activity. Takes preventive action to correct such conditions, and informs superiors as soon as the situation permits.
- d. Responds to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render First Aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.
- e. Remains on assigned patrol throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the sergeant or senior police officer on duty gives authorization for a temporary absence.
- f. Patrols area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a patrol officer shall not patrol an area according to any fixed route or schedule, but shall alternate

frequently and backtrack in order to be at the location least expected.

- g. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area
- h. Concerning a patrol vehicle:
 - (1) See that it is well maintained mechanically and that it is kept clean both inside and out.
 - (2) Inspects the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately reports all defects and damage sustained to the proper authority and completes all reports and forms required by current procedures.
 - (3) Removes the keys whenever the patrol car is left unattended for any reason.
 - (4) Uses only vehicles assigned by the supervisor.
 - (5) Operates the radio according to FCC regulations and current departmental procedures.
 - (6) Ensures that the assigned vehicle's gas tank is full at the beginning of shift.
- i. Keeps radio equipment in operation at all times and remains thoroughly familiar with, departmental policy concerning its use.
- J. Takes measures to direct the flow of traffic during periods of congestion.
- k. Notifies the supervisor if more than a temporary absence from regular duties is required.

4. Specific duties and responsibilities: traffic patrol.

- a. Directs and expedites the flow of traffic at assigned intersections, preventing crashes, protecting pedestrians, and ensuring the free flow of traffic.
- b. Enforces the parking ordinances and motor vehicle laws in the patrol areas.

- c. Alert to traffic safety conditions which may endanger or inconvenience the public and reports such conditions to the sergeant.
- d. Responds immediately when called from a traffic post to render emergency police service. Notifies the sergeant at the earliest possible opportunity.
- e. Wears the prescribed traffic safety clothing (TRAFFIC VEST) and equipment.

5. Knowledge, Skills and Abilities:

Officers need to have knowledge of resources available to the department, particularly as related to juveniles, knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to deal effectively with juveniles and adults; ability to analyze evidence; ability to question and interview skillfully; ability to organize and prepare clear and concise oral and written reports ; exercise skill in the use of firearms and police equipment; possess of physical ability and endurance; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public.

6. Education and Experience:

- a. Officer must be at least 21 years of age, a high school graduate or equivalent, must be able to complete or have completed the New Mexico Law Enforcement Academy, pass written, oral and physical tests, must pass a background check, psychological and medical exam and must complete FTO program. Must be able to pass Village drug testing and have no felony convictions or convictions for a crime of moral turpitude.

G. Executive Secretary

1. Summary

Reporting to the Chief of Police, this position answers phones, maintains personnel files, payroll, budget, orders supplies and equipment, enters data in computer, and performs related tasks as assigned.

2. General Duties

- a. Answers phones
- b. Maintain Personnel files
- c. Payroll
- d. Invoices
- e. Gas receipts
- f. Orders and receives department equipment
- g. Orders and receives office supplies
- h. Maintains training files
- i. Delivers and Disseminates mail
- j. Transcribes tapes for criminal investigations
- k. Maintains department budget account numbers
- l. Stores IR 8000 log books
- m. Disseminates vehicle maintenance schedules
- n. Coordinates training arrangements
- o. Schedule appointments for command staff
- p. Must be able to complete tasks utilizing office equipment
- q. Maintains original forms
- r. Provides documents to the courts
- s. Remains on duty throughout the shift except when a supervisor authorizes permission for temporary absence.
- t. Performs other duties as may be assigned by a supervisor.
- u. Maintains the telephone system.

3. Education and experience

- a. Administrative Secretary must be 18 years of age, high school graduate or equivalent, must be able to pass Village drug testing. No felony convictions or convictions for a crime of moral turpitude.

H. Clerk/Receptionist

1. Summary

Reporting to the Support Services Commander this position handles the front desk, files and retrieves police reports, answers the phones, enters data in computer, sends out surveys, maintains petty cash, prepares receipts, maintains records, preparing reports and performing related tasks as assigned.

2. General Duties

- a. Assist citizens requesting help or information.
- b. Citizens surveys
- c. Obtain police reports for officers/citizens
- d.
- e.

f.
g.

- h. Release of all public
 - i. information Prepares and mails
 - j. UCR reports Maintains petty
 - k. cash
 - l. Maintains the police records
 - m. system Prepares monthly reports
 - n. Maintain all police files
 - o. Assist administration
 - p. secretary Compiles yearly report
 - q. Maintains and tracks STN
 - r. number Responsible for data entry
- Must be able to complete task utilizing office equipment
 Provides documents to the courts
 Remains on duty throughout the shift except when a supervisor authorizes permission for temporary absence.
 Performs other duties as may be assigned by a supervisor.
 Assists with computer programs

3. Education and experience

- a. Clerk/Receptionist must be 18 years of age, high school graduate or equivalent, must be able to pass Village drug testing. No felony convictions or convictions for a crime of moral turpitude.